**The Caravan & Motorhome Club (East Dorset Centre)**

**RALLY OFFICERS GUIDANCE FOR RUNNING RALLIES**

ISSUE 4 September 2023

**RALLY OFFICERS**

In order to encourage Rally Officers to volunteer to run a Rally, the Centre has agreed they should not be out of pocket by having to pay their own pitch fees. When free pitches are not available, the pitch fees will not be loaded to cover this. The Centre will make up the short fall and reimburse the Officers.

All rallies should have as a minimum of 2 Rally Officer Vans on site. This is for Security and Health and Safety reasons. (Leaving site and preparing for the event, or even Illness or accident preventing one of the Officers from attending.)

On all rallies, only 2 Rally Officers will be allowed when up to 40 outfits are attending. Above this quantity a third rally Officer can be added if required.

If the site owner offers only one free pitch, then the Centre pays for the second Officer pitch. If the site offers one free pitch for a certain number of outfits and this is not reached. i.e., One free pitch for 20 outfits including Officers. If 19 or less outfits arrive on site (meaning no free pitch is given) then the Centre will pay for the 2 Rally Officers pitch fees.

The Rally Officer should display a sign in the front window of his unit with his mobile phone number displayed, so that he may be contacted in case of emergency, when off site.

**THE RUNNING OF RALLIES**

Caravan rallies can only be run by virtue of an exemption certificate granted to the Caravan & Motorhome Club. At Centre level this is vested in the Chairman who, if unable to attend the rally, can delegate his authority to another Officer, Committee Member or, failing this, a senior member of the Centre. Therefore, all rallies are run under the jurisdiction of the Centre Committee on behalf of the Caravan Club. The Caravan Club Centre flag must be flown to show that the rally is taking place under an exemption certificate.

**BOOKING AND BOOKING FORMS**

Booking forms are available for every rally listed on our website www.eastdorset.org

They can be found below the rally details of a particular rally. It is important that they are correct and all necessary fields completed, or they may not be delivered to the Rally Officer.

An automated response message will be sent from the website to the rallier, stating that:

**THE RALLY OFFICER WILL SEND YOU A WELCOME LETTER WITH PAYMENT DETAILS AS SOON AS A BOOKING IS RECEIVED**

The fees should be paid at least 4 weeks before the rally. **You will be sent a reminder if you** **have not paid at 4 weeks** and If payment is not then received by 2 weeks before the rally it will be assumed you are not coming and your booking form will be destroyed.

Manual forms can be printed from the website for those ralliers who prefer to post their booking.

Postal addresses can be obtained by phoning the Rally Officer.

**PAYMENT FOR RALLIES**

We are not asking for deposits on most weekend rallies but on longer holiday rallies or special events, they may be required. When payments are requested, they should be made using Bank Transfer into the club account. Payments by cash or cheque at the rally are to be discouraged.

See Treasures Letter for further details.

**CHOOSING A VENUE**

When choosing a venue it must be ascertained that there is a water point, a toilet waste emptying point and that access to the venue is of sufficient width.

**RISK ASSESSMENTS**

The Centre’s Risk Assessment Officer must carry out a R.A. for every rally, which must then be given to the Rally Officer before the event takes place. This R.A. must be available on each rally, for presentation if requested by the landowner, Health & Safety Official or the Police.All Risk Assessments will be kept on file in the Centre records.

**RALLIES OUTSIDE THE EAST DORSET CENTRE’S AREA**

Anyone wishing to organise a rally for the next season that is outside the East Dorset Centre Boundary should inform the Rally Secretary. A 4b application will then be sent to the relevant Centre for their approval.

**USE OF LICENSED SITES, CLs AND DURATION OF RALLIES**

Rallies proposed at CL venues must have a separate access point to the field to that of the CL with a barrier of some sort between the two e.g. a fence or a hedge. The rally must also have water and toilet waste emptying facilities separate to those of the CL Under no circumstances should the facilities be shared nor access to the field be gained via the CL.The exemption certificate covers rallies up to 120 hours only (5-day), thereafter planning permission must be sought (by the Rally Secretary) unless the rally is on a commercial site or licensed land. Please note that a five day rally must open and close 120 hours apart, i.e. if the rally opens at 2 p.m. it must close at 2 p.m. Note: This does not apply to the Rally Officers who can arrive early to set up.

**APPLICATION TO RUN A RALLY**

If an individual member wishes to run a rally he can make arrangements with a site owner and then immediately inform the Rally Secretary in order that the weekend is then reserved ahead of the relevant paperwork.

**PRICING A RALLY**

It is normal for the Rally Secretary to negotiate a price per van per night with the landowner and then a Contract/Booking Form is sent to the landowner for agreement and signing. The contract will contain any special conditions applied by the landowner and a copy will be supplied to the Rally Officer before the rally takes place.

**OPENING TIMES OF RALLIES**

The time stated on the contract or in the Rally Book is the time the rally should open thereby ensuring insurance cover. DO NOT allow friends to arrive early. Only rally officers (or someone standing in for a rally officer who is unable to be there at the start) are covered prior to the opening of the rally. If you have anyone arriving early and you have the room (without affecting the landowner or roads leading to the venue), put them in a holding area and only site them when the rally opens. If a holding area is not available then you have the right to turn them away or you probably have no option but to let them on the field and onto their pitch. However, they MUST NOT unhitch their van or put their legs down until the rally is officially open. You should make it clear to them that they have arrived too early and you should then advise the Chairman or his representative of this fact so that they may see if the rallier has done this before. Habitual early arrivals can then be approached by the Chairman to draw their attention to this.

**CANCELLATION POLICY FOR RALLIERS**

a, Deposits are always non-refundable, unless the Committee decides otherwise.

b, The Centre Committee will consider a full refund if the rallier cancels due to ill health or bereavement.

c, , Cancellation up to six weeks before the Rally, members will receive a 100% refund. If you cancel after this, you will receive a 75% refund of the pitch fees only. The Centre will withhold 25% and the admin fee to cover Centre expenses.

d, If no payment for the rally is received within 2 weeks of the rally, then we will assume you are not coming and your booking form will be destroyed.

e, Late bookings will still be accepted right up to the rally commencement date, with immediate payment by BACS only.

**CANCELLATION OF RALLIES BY THE CENTRE**

Rallies can only be cancelled with prior permission of the Centre Committee. If any rally officer is unable to run a rally because of last minute illness/emergency the Assistant Rally Officer should be able to take over the rally. The Committee would endeavour to find them a new Assistant Rally Officer to help them. The Rally Secretary should be advised if a Rally Officer wishes to cancel a rally and it can then be taken to committee. All deposits are refundable

**ATTENDANCE LIST**

The names and car registration numbers of all the participants of a rally, who have consented, should be added to attendance list. These lists should be available for collection at the rally office in order to encourage the purchase of raffle tickets